



Auditing – RI-9900 Part 1

IIF Q2 2011 Proactive Event
Richmond Refinery

week of June 6, 2011



Importance of Auditing

- Why is auditing important?
 - A tool for both positive and constructive feedback
 - Identifies needs for adjustments to the process
 - Highlights what is being done well
 - Highlights where improvement is needed
 - Assures a clear understanding of the work in process
 - Ensures consistency refinery wide
 - Requirement for governing agencies



Importance of Providing Details

- Review the RI-9900 Audit form. Why is it important to fill out each section in detail?
 - Ensures workers understand the environment where the tasks will be performed
 - Flags the need for changes in the area
 - Lets the business unit know if housekeeping in the area is creating hazards
 - Flags unsafe areas
 - Highlights other repairs that may be needed
 - Provides pinpointed feedback for positive actions



Link to RI-9900 Appendix H Audit Form

RI-9900
Appendix H – Audit Form